



**Department of Public Works | 860.584.6125**

## **MEMORANDUM**

DATE: February 14, 2020

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Department of Public Works – Asset Management System

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The Department of Public Works budget includes a capital outlay item to purchase Asset Management for the Department. As indicated in the attached November 13, 2020 correspondence to the BPW the procurement and implementation of an asset management system will enable the Department to make data-driven decisions.

The referenced memorandum also proposed issuing an RFP to obtain an Asset Management provider and confirm pricing, however DPW obtained Asset Management budget cost directly from providers and did not issue an RFP. One of the primary reasons for this was to avoid conflicts with an RFP that was issued by the Water/Sewer Department for Asset Management. The Water/Sewer Department has an existing appropriation for Asset Management and are currently reviewing proposals received through the RFP process.

If the DPW request for Asset Management funding is approved by the BOF, the yet to be selected Water/Sewer provider may also meet DPW needs, however the Water/Sewer RFP does contain provisions specialized for water & sewer facilities.

Based on information obtained from Asset Management providers the DPW is requesting \$80,000 for the original purchase / implementation and \$40,000 for yearly support cost as part of the FY2020-21 budget.

Please feel free to contact me with any questions/concerns at 860-584-6113.



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## **MEMORANDUM**

DATE: November 13, 2019

TO: Mayor Ellen Zoppo-Sassu  
Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Department of Public Works – Asset Management System Request for Proposal

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The Department of Public Works has investigated/evaluated Asset Management systems that will meet the Department needs as part of the FY2020-21 budget preparation process. The implementation of an asset management system will enable the Department to make data-driven decisions regarding the following City assets managed by the DPW:

1. City roads (228 miles)
2. Bridges/culverts (67)
3. Building/facilities (11 Buildings)
4. Storm drainage (198 miles)
5. Trees (4,600 est)
6. Sidewalks (230 miles)
7. ADA Ramps (2,700 est)
8. Curbing (364 miles)
9. Pavement Markings (164 miles)
10. Fleet (vehicles & equipment – 253)
11. Street Lights (5,622)

An Asset Management system will enhance the department's work order system, track expenses, assist in budgeting, plan routine maintenance, monitor spare parts inventory (fleet & facilities) and prioritize capital improvement projects.

The value of the information provided by an asset management system is dependent on the caliber of available information. The Department currently has sufficient records for roadway surface conditions, bridges, street lights, storm drainage, fleet equipment and vehicle records. Other asset records such as sidewalks, curbing, trees and building / facility records will either be built up over time or developed. Preparation of records for trees, although a valued City asset, would be considered as part of a future DPW project requiring specific Board of Finance funding. Documenting the size, location, type and condition of trees is costly due to the level of expertise and time required to compile the information.



The Department currently utilizes a type of asset management system for roadway surface conditions. Each segment of City road has been assigned a roadway condition rating (RCR) that is used to determine the type and timing of roadway reconditioning. Asset management will assist the Department to make similar decisions for other DPW assets such as “when to replace a piece of equipment/vehicles” or “the funding required to replace the worst sidewalk sections in the City”.

The Department currently utilizes a complaint / service request system that would be replaced if an asset management system is implemented. An asset management system would provide enhanced features that, in addition to tracking complaints, would generate and track work orders.

Implementation of an asset management system is not and cannot be limited to the purchase of computer software. In order to make data-driven decisions, data is needed. This will require DPW to monitor cost (including time of City labor) associated with repairing and maintaining assets. Tracking/recording cost of contract services work such as roadway paving, bridge rehabilitation, and engine rebuilds is consistent with current Department practices. In order to fully implement asset management, the tracking of employees time/cost will also need to be documented. This will require a change to current practices for the Fleet and Facility Divisions.

The Department received \$20,000 in the FY2019-20 budget to acquire asset management for the DPW Facility Division. The intent was to obtain an asset management system that would be compatible with the Board of Education system. Based on information provided by the vendor, the City cannot add City buildings to the BOE existing system without purchasing additional “full seats” and due to upgrades, compatibility is a concern. In addition, the purchase of the budgeted system would require annual maintenance/upgrade cost of \$18,000 and the procurement of the system would necessitate a competitive request for proposal (RFP) process.

The DPW has met with the City’s Purchasing Director, Roger Rousseau, to discuss the procurement of the currently funded Facilities Division asset management system and the Department’s objective of implementing asset management for all DPW managed assets. Based on the discussion, a recommendation was made to solicit asset management vendors through a RFP process. The RFP will include all Department assets and require vendors to maintain pricing to July 1, 2021. The RFP process would allow the Department to evaluate multiple providers and obtain additional information, including cost, which can be incorporated into the DPW budget. Therefore, the DPW requests the following action:

**Authorize the Department of Public Works/ Purchasing Department to solicit request for proposals associated with an Asset Management system for the Department of Public Works.**

The RFP will be open to asset management providers that either service a single asset, such as Fleet or Buildings, or providers that will service all DPW assets. Based on DPW research, although there are providers that service multiple assets, in general, there are three categories of asset management providers (roadway, buildings/facilities and fleet/equipment). Of the three categories, asset management associated with roadways (road surface, sidewalks, guardrails, pavement marking, and curbing) will require the least amount of DPW resources to implement.

The initial estimated cost of an asset management system that will service all DPW managed assets is \$70,000 (including facilities). The annual fee is estimated at \$40,000/year. The Department savings by eliminating the existing service request system would be \$2,400/year. There is no annual cost to maintain the DPW pavement management system. Most asset management systems are integrated with GIS, however based on the number of GIS seats currently available no additional GIS software cost is anticipated.

The DPW will continue to coordinate with the BOE and will keep the City’s Water, WPC and Park Department advised on the RFP process/status.

Please feel free to contact me with any questions / concerns at 860-584-6113.